

EIGHT HUNDRED AND FIFTIETH  
MEETING  
OF THE  
STATE PERSONNEL BOARD

May 16, 2007

The State Personnel Board met in regular session in the office of the State Personnel Department at 10:00 a.m. on May 16, 2007.

Members Present

Mr. Joe Dickson, Chairman  
Mr. James H. Anderson, Member  
Mr. John McMillan, Member  
Ms. Joyce P. O'Neal, Member

Member Absent

Ms. Ellen G. McNair, Member

Others Present

Jackie Graham, Personnel Director  
Paul D. Thomas, Deputy Director  
Alice Ann Byrne, Legal Counsel  
Sandra Speakman, Assistant Attorney General

- I. Board Chairman Joe Dickson opened the meeting.
- II. On motion of Joyce P. O'Neal, seconded by John McMillan, the minutes of the April meeting were approved.
- III. Board dates for the third quarter of 2007 were set as follows:

Wednesday, July 18  
Wednesday, August 15  
Wednesday, September 19

IV. CLASSIFICATION AND PAY ISSUES

- A. At the request of Alabama Public Television, the Board increased the salary of APT Broadcast Director, class code 30650, from range 81 (\$51,648.00 - \$78,674.40) to range 84 (\$64,502.40 - \$98,395.20). Motion made by John McMillan, seconded by Joyce P. O'Neal.

- B. At the request of the Department of Corrections, the Board increased the salary of Institutional Services Director, class code 60788, from range 78 (\$44,582.40 - \$67,852.80) to expanded range 8081 (\$49,161.60 - \$78,674.40). Motion made by John McMillan, seconded by Joyce P. O'Neal.
- C. At the request of the Department of Public Safety, the Board increased the salary of Criminal Intelligence Analyst, class code 60351, from range 67 (\$28,682.40 - \$43,514.40) to expanded range 7174 (\$31,646.40 - \$55,560.00). Motion made by Joyce P. O'Neal, seconded by John McMillan.

#### V. SPECIAL PAY ISSUES

- A. At the request of the Certificate of Need Review Board, the Board increased the salary from \$97,854.24 to \$102,746.95 (to be paid at a semi-monthly current rate of \$4,281.12) for Alva M. Lambert, Executive Director of the State Health Planning and Development Agency. Motion made by John McMillan, seconded by Joyce P. O'Neal.
- B. At the request of the Alabama Historical Commission, the Board increased the salary from \$45,672.00 to \$47,961.60 (to be paid at the semi-monthly arrears rate of \$1,998.40) for Frances G. Marchant, Project Supervisor. Motion made by Joyce P. O'Neal, seconded by John McMillan.

#### VI. ISSUES CONCERNING OVERTIME PAYMENTS

- A. At the request of the Department of Conservation and Natural Resources, the Board authorized a one-year extension for authorization to pay overtime to FLSA non-exempt hourly employees who work additional hours in the State Parks and Lodges. These employees are assigned to maintenance, housekeeping, coffee shops, banquets, kitchen areas, reservations, front desk and steward activities. Also, the Board approved the request for seasonal employees working at state parks which meet the FLSA Recreational Employee Exemption be paid at a straight time rate for overtime worked. Hours will be monitored closely to keep overtime to a minimum. Classifications involved in these overtime situations include Parks Worker, class code 70610, Resort Worker, class code 70620, and Waiter/Waitress, class code 80303. Overtime will involve approximately 10,285 hours at a cost not to exceed \$121,415.00 and is requested from June 1, 2007 through May 31, 2008. Motion made by Joyce P. O'Neal, seconded by John McMillan.
- B. At the request of the Department of Correction, Correctional Industries Division, the Board authorized a one-year extension for authorization to pay overtime to eight FLSA non-exempt employees in the classifications of Equipment Operator I, class code 90311, and Equipment Operator II, class code

90312, who are required to work additional hours in the transport of inmates from Correctional Work Centers to work sites in Montgomery. This overtime is needed from June 1, 2007 through May 31, 2008 and will involve approximately 1,700 hours at a cost not to exceed \$30,855.00. Motion made by Joyce P. O'Neal, seconded by John McMillan.

- C. At the request of the Emergency Management Agency, the Board authorized a one-year extension for authorization to pay overtime to FLSA non-exempt employees who are required to work extra hours in connection with state or nationally declared emergencies. Emergency Management is the lead coordinating state agency in all major emergency events making it necessary for personnel to work overtime hours and it is extremely difficult for the agency to schedule time off for the hours worked. Classes eligible for overtime are:

<u>Code</u>	<u>Class Title</u>
10103	Clerical Aide
10145	Executive Secretary
10196	Administrative Support Assistant I
10197	Administrative Support Assistant II
10198	Administrative Support Assistant III
10525	IT Systems Technician
10526	IT Systems Technician, Sr.
10601	Account Clerk
10605	Accounting Technician
10611	Accountant
10612	Staff Accountant
10832	Personnel Assistant III
10930	Inventory Control Officer
11901	Student Aide
11903	Retired State Employee
21110	Radio Operator
21121	Police Communications Officer I
21122	Police Communications Officer II
21144	Electronic Technician
21145	Radiological Maintenance Officer
21230	Planning & Economic Development Specialist I/II
60101	EM Disaster Assistance Worker
60150	EM Program Specialist
60161	EM Planner I
60162	EM Planner II
80111	Building Custodian I
90101	Laborer

Authorization to pay overtime is requested from June 1, 2007 to May 31, 2008. Costs for this authorization are not expected to exceed \$25,000.00 but could vary based on the number of declared emergencies. The majority of these funds are reimbursed by the federal government. Motion made by Joyce P. O'Neal, seconded by John McMillan.

## VII. SPECIAL MERIT RAISES

- A. At the request of the Department of Children's Affairs, the Board granted a 2-step special merit raise to Tammy Scott, Executive Secretary, class code 10145. Motion made by Joyce P. O'Neal, seconded by John McMillan.
- B. At the request of the Department of Education, the Board granted a 2-step special merit raise to Judith Bohannon, Education Specialist, class code 30122. Motion made by John McMillan, seconded by Joyce P. O'Neal.
- C. At the request of the Department of Environmental Management, the Board granted a 2-step special merit raise to Debra Thomas, Legal Research Assistant, class code 11503. Motion made by Joyce P. O'Neal, seconded by John McMillan.
- D. At the request of the Department of Forensic Sciences, the Board granted a 4-step special merit raise to Dr. Eugene Hart, Forensic Sciences Medical Examiner, class code 20859. Motion made by Joyce P. O'Neal, seconded by John McMillan.
- E. At the request of Department of Homeland Security, the Board granted a 2-step special merit raise to Brittany Dubose, Executive Assistant II, class code 99002. Motion made by Joyce P. O'Neal, seconded by John McMillan.

## VIII. CONTRACT

### Board of Examiners of Landscape Architects

The Board approved a contract with Leigh M. Jones to work with the Board members to develop a budget, write vouchers, process landscape architects applications for registration, assist in administering the Landscape Architects Registration Examination, keep records, answer telephone inquiries, etc. This contract covers the period June 1, 2007 through June 30, 2008 at a rate of \$1,000.00 semi-monthly plus \$1,836.00 FICA plus expenses not to exceed \$6,000.00. The total amount of this contract will not exceed \$31,836.00. Motion made by John McMillan, seconded by Joyce P. O'Neal.

## IX. SPECIAL ISSUE

The Board approved the request from the State Personnel Department for a direct appointment selection procedure for the Transportation Maintenance Technician, class code 90244, and Traffic Sign Painter I, class code 90564, job classes. This approval will allow Transportation to use the direct appointment process which will allow individuals who meet the minimum qualifications to be appointed directly into these classifications. State Personnel has studied both job classes, along with their corresponding minimum qualifications. Minimum qualifications for these classes have been validated in accordance with the Uniform Guidelines. Motion made by James H. Anderson, seconded by Joyce P. O'Neal.

## X. ORAL ARGUMENTS

The Board heard oral arguments in the dismissal appeal of Patricia Jackson from the Department of Corrections and of John McCall from the Department of Corrections.

## XI. EXECUTIVE SESSION MOTION

James H. Anderson moved that the State Personnel Board go into Executive Session to consider the discipline or dismissal of a public employee and to deliberate and discuss evidence or testimony presented during a public or contested case hearing, and to discuss the general reputation and character of that individual, in accordance with Sections VII (1), (2) & (9) of the Open Meetings Act. Joyce P. O'Neal seconded the motion. James H. Anderson, Joyce P. O'Neal, John McMillan, and Joe Dickson voted in favor of the motion.

Before convening to Executive Session, Chairman Joe Dickson announced the Board would reconvene in open session in approximately twenty minutes.

## XII. BOARD ORDERS

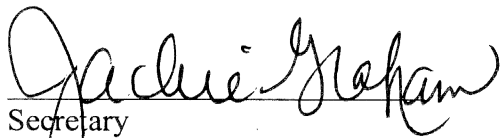
The following action was taken on pending cases:

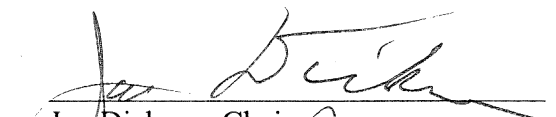
1. Patricia Jackson, Department of Corrections: Dismissal upheld. Motion made by John McMillan, seconded by Joyce P. O'Neal.
2. John McCall, Department of Corrections: Award backpay offset by interim earnings including unemployment compensation. Motion made by James H. Anderson, seconded by Joyce P. O'Neal.
3. Demetrich Curry, Department of Mental Health and Mental Retardation: Dismissal upheld. Motion made by Joyce P. O'Neal, seconded by John McMillan.

4. Linda A. Kline-Andrews, Department of Human Resources: Case dismissed with prejudice. Motion made by Joyce P. O'Neal, seconded by John McMillan.
5. Timothy Seagle, Department of Transportation: Case dismissed with prejudice due to job abandonment. Motion made by James H. Anderson, seconded by John McMillan.
6. Joe Nathan Kelly, Department of Transportation: Case dismissed with prejudice due to job abandonment. Motion made by Joyce P. O'Neal, seconded by John McMillan.
7. Krystal Kirkland, Department of Mental Health and Mental Retardation: Case dismissed based on settlement agreement. Motion made by Joyce P. O'Neal, seconded by John McMillan.

Chairman Joe Dickson announced that the next scheduled meeting of the State Personnel Board is June 20, 2007.

There being no further business, at 11:35 a.m. the meeting was adjourned on motion of James H. Anderson, seconded by Joyce P. O'Neal.

  
Secretary

  
Joe Dickson, Chairman

  
James H. Anderson, Member

  
John McMillan, Member

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Joyce P. O'Neal, Member